

CONFIDENTIAL
RETURN TO

RECORDS MANAGEMENT DIVISION

VITAL MATERIALS REPORT FOR WEEK
ENDING - 19 November 1954

1. TYPES OF MATERIAL

	<u>DEPOSITS</u>	<u>WITHDRAWALS</u>	<u>BALANCE</u>
A. (Measured in cubic feet)			
Documents	2.1	.3	195.1
Maps	0	0	48.4
Negatives	0	0	125.2
Cards (other than IBM)	0	0	4.2
Total	<u>2.1</u>	<u>.3</u>	<u>372.9</u>
B. (Measured by actual count)			
Cards	13,596	13,692	4,074,144
Film Reels 35mm	62	0	5,742
Film Reels 16mm	0	0	2,075

2. MATERIAL NOT ON MACHINE INVENTORY OR AVAILABILITY REGISTER

<u>OFFICE</u>	<u>CABINETS</u>
Commo	1
* OSI	1
* DI/P	<u>31</u>
	33

3. ACTIVITY OF OFFICE PROGRAMS

A. Total Offices	20
1. Number of Offices Depositing	19
2. Number of Offices Not Depositing	1
(Audit Office - Letter of Exception 5 Feb 52)	
B. Number of Offices With Established Schedule	10
C. Number of Offices in Which Schedules Are To Be Established	9
D. Offices Depositing This Week	10
E. Offices Delinquent in Depositing	1
Director's Office - Date of last deposit 24 February 1954	

* Material not accessible to Repository personnel.